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Go to section of this Job: Job Title: **SUPERVISORY CBP OFFICER (PORT DIRECTOR-FIRST LINE)**Department: **Department Of Homeland Security**Agency: **Customs and Border Protection**Job Announcement Number: **MHCMP-1405144-LEH**[Print Preview](#)[Agency Contact Info](#)
Job Announcement Number:
 MHCMP-1405144-LEH
Control Number: 403658800

This position is closed and no longer accepting online applications through USAJOBS.

The contents of the announcement can still be [viewed](#).

SALARY RANGE: \$83,468.00 to \$108,507.00 / Per Year**OPEN PERIOD:** Monday, May 18, 2015 to Monday, June 1, 2015**SERIES & GRADE:** GS-1895-13**POSITION INFORMATION:** Full Time - Permanent**PROMOTION POTENTIAL:** 13**DUTY LOCATIONS:** 2 vacancies in the following location(s):Scobey, MT [View Map](#)Whitlash, MT [View Map](#)**WHO MAY APPLY:** Current U.S. Customs and Border Protection employees with competitive status.**SECURITY CLEARANCE:** Public Trust - Background Investigation**SUPERVISORY STATUS:** Yes**JOB SUMMARY:***Customs & Border Protection (CBP): Securing America's Borders*

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact: join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$83,468 (GS-13 Step 01). Apply for this exciting opportunity to strengthen Homeland Security by performing law enforcement activities such as inspection, intelligence analysis, examination, and interpreting laws and regulations.

Who May Apply: Status Candidates which include:

Current U.S. Customs and Border Protection employees with competitive status.

For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Seattle Field Office, Scobey and Whitlash, MT.

One or more selections may be made using this job opportunity announcement.

TRAVEL REQUIRED

- 25% or Greater
- You will be required to travel frequently.

RELOCATION AUTHORIZED

- Yes
- Relocation expenses may be paid.

KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for the last three years (see "Other Information")
- You may be required to pass initial and random drug testing
- You must meet firearms requirements
- You must pass the CBP Officer Promotional Assessment

DUTIES:

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In this first-line supervisory position you will become a key member of a team of Homeland Security professionals detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Serving as the Port Director with responsibility for directing operations at the Port of Entry (POE); supervising, planning, directing, coordinating, assigning and evaluating all work activities regarding the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise at the POE.
- Interpreting the laws and regulations of a broad range of Federal, state, and local agencies relating to the admissibility of people, cargo, and conveyances.
- Identifying potential terrorists and instruments of terror and performing layered enforcement activities relative to counter-terrorism.
- Preventing the entry of terrorists and instruments of terror, harmful pests and diseases, illegal drugs and contraband, and all illegal aliens and importations/exportations contrary to law and trade agreements from entering/exiting the United States.
- Exercising significant responsibility in dealing with officials of other units or organizations and in advising management officials of higher rank.
- Evaluating employees' performance and conduct; resolving disciplinary actions; maintaining operating budgets; and promoting affirmative action goals.

QUALIFICATIONS REQUIRED:

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GS-13: You qualify at the GS-13 level if you possess one (1) year of specialized experience, equivalent to the GS-12 level that equipped you with the skills

needed to perform the job duties. Examples include leading, directing, supervising, or providing technical direction to others in performing inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise into the U.S. Experience supervising Customs and Border Protection related work activities is preferred. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Monday, June 01, 2015.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to: http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf.

Physical Fitness Screening: Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information, go to: <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>.

Firearms Requirement: You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

Travel: You will be required to travel frequently.

Supervisory Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

Shift Work/Overtime: You will be required to work on a shift and rotational basis and perform substantial amounts of overtime.

Rotation of Assignments/Duty Locations: Applicants may be required to rotate assignments and duty locations.

Basic Training: You may be required to attend approximately 18 weeks of training at the Federal Law Enforcement Academy (FLETC). Candidates selected for certain duty locations may receive an additional 6 weeks of Spanish language training.

Motor Vehicle Operation: You must possess a current valid State driver's license at the time of appointment.

Uniform: This position requires you to wear an officially-approved uniform while in a duty status.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Age Requirement: Pursuant to Public Law 110-161, this position is covered under enhanced retirement provisions for Customs and Border Protection Officers which allows for the imposition of a maximum age requirement. In accordance with Department of Homeland Security Directive 252-08, the day before an individual's 37th birthday is the maximum age for original appointment to a position as a Customs and Border Protection Officer. Therefore, Candidates must be referred for selection before reaching their 37th birthday. Creditable law enforcement officer service covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C 8412(d), or Customs and Border Protection Officer service under Public Law 110-161 may be applied toward the maximum age requirement. This age restriction may not apply if you are currently serving as a CBPO covered by Public Law 110-161.

Veterans' Preference Eligibility - To ensure compliance with statutes pertaining to the appointment of preference eligible veterans as determined by the Merit Systems Protection Board in its recent decision *Isabella v. Dept of State*, the maximum age for original appointment articulated above shall not apply to the hiring of individuals entitled to veterans' preference eligibility under 5 U.S.C. § 3312. You must submit proof with application package.

HOW YOU WILL BE EVALUATED:

CBP Officer Promotional Assessment: Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, otherwise we cannot consider you for this position. Alternate Staffing Candidates (Non-Competitive candidates) need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a position at the highest grade announced or higher.

AND

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs): Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of Customs and Border Protection laws, regulations and precedents as well as CBP Officer processes, techniques, activities and law enforcement procedures to enforce and administer laws related to the arrival and departure of persons, conveyances, and merchandise at the Port of Entry (POE).

- Ability to deal with widely varying and complex or sensitive situations; identify possible violations; and to distinguish criminal intent and admissibility.
- Knowledge of principles and techniques of management to accomplish work through others.

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website

at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a

. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

BENEFITS:

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DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Retirement Coverage: In accordance with Public Law 110-161, This position is a primary position covered under enhanced retirement provisions for Customs and Border Protection Officers. **More information is available at**

http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml, by contacting the CBPO Retirement Coverage toll-free hotline at **1-866-469-7359**, or sending an email with questions to RABASERVICES.cbp.dhs.gov.

Relocation expenses **will** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

OTHER INFORMATION:

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is *not* covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link

https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](#)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbppaps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv.

HOW TO APPLY:

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To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1405144 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Monday, June 01, 2015.**

REQUIRED DOCUMENTS:

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been

terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

- [Veterans](#) preference points are not applicable to Merit Promotion announcements; therefore, veterans documentation is requested only to verify eligibility under the Isbella Decision to waive the Age Requirement.

Age Requirement Waiver Documents: Applicants who do not meet the age requirement but are entitled to veteran's preference eligibility under 5 U.S.C § 3312 must submit the following documents to verify their claim:

- DD 214 (Member Copy 4) and;
- If you are a veteran with a service connected disability; A VA Disability Award letter dated 1991 or later;
- If you are currently serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, type of discharge, campaign badges or expeditionary medals earned, and the date you will be separated or on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member 4 Copy) upon separation from the military.
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

AGENCY CONTACT INFO:

CBP HIRING OF STAFFING
Phone: (952)857-2932
Email: CBPHIRING-
OFSTAFFING@CBP.DHS.GOV

Agency Information:
CBP Minneapolis Hiring Center
5600 American Blvd
Suite 700
Bloomington, MN
55437-1450
USA

WHAT TO EXPECT NEXT:

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

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